

**Monroe Shattered Workshop, Inc., dba Tinkforce**  
**Monroe, Louisiana**

**Annual Financial Report**

**As of and for the Year Ended December 31, 2001**

**Moore Stetson Working, Inc., dba Taskforce**  
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## INDEPENDENT AUDITORS' REPORT

The Board of Directors  
Monroe Skilled Worklog, Inc., also Taxiform  
Monroe, Louisiana

We have compiled the financial statements of Monroe Skilled Worklog, Inc., also Taxiform, as of and for the year ended December 31, 2002, as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statement and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provision of state law, we have issued a report dated June 27, 2003, on the results of our agreed-upon procedures.

*Allen, Green & Williamson, LLP*

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana  
June 27, 2003

MONROE SHELTERED WORKSHOP, INC.  
d/b/a TASHPOCC

STATEMENT OF FINANCIAL POSITION  
December 31, 2000

ASSETS	Unrestricted
Current Assets	
Accounts receivable	\$ 12,914
Inventory	<u>11,971</u>
Total Current Assets	24,885
Fixed Assets, net	<u>14,892</u>
<b>TOTAL ASSETS</b>	<b><u>39,777</u></b>
<b>LIABILITIES AND NET ASSETS</b>	
Current Liabilities	
Bank overdraft	276
Accounts payable and accrued expenses	11,190
Current maturities of debt	<u>6,943</u>
Total Current Liabilities	18,409
Long-Term Debt	<u>12,082</u>
<b>TOTAL LIABILITIES</b>	<b>30,491</b>
Net Assets	
Unrestricted	<u>9,286</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>\$ 39,777</u></b>

See accountant's compilation report.  
The accompanying notes are an integral part of the financial statements.

MONROE SHELTERED WORKSHOP, INC.  
dba TASKFORCE

STATEMENT OF ACTIVITIES  
For the Year Ended December 31, 2002

	Unaudited
<b>PUBLIC SUPPORT AND REVENUE</b>	
Sales	\$ 148,188
Cost of sales	<u>33,378</u>
Gross profit	114,810
Concession sales	981
Grants	101,873
Donations and fund drives	<u>3,114</u>
Total Public Support and Revenue	<u>219,776</u>
<b>EXPENSES</b>	
Vocational adjustment services	178,832
Administrative and management	<u>32,807</u>
Total cost of operations before depreciation	<u>211,639</u>
Change in net assets before depreciation	8,137
Depreciation	<u>9,307</u>
Change in net assets	(1,170)
Net Assets, Beginning of Year	<u>16,168</u>
Net Assets, End of Year	<u>\$ 14,998</u>

See accountants' completion report.  
The accompanying notes are an integral part of the financial statements.

**MONROE SHELTERED WORKSHOP, INC.**  
 aka THERFORCE

**STATEMENT OF CASH FLOWS**  
 For the Year Ended December 31, 2002

	<u>Unaudited</u>
<b>Cash Flows From Operating Activities</b>	
Change in Net Assets	\$ (8,078)
Adjustments to reconcile net decrease in net assets to net cash used in operations:	
Depreciation	8,107
(Increase) Decrease in Accounts receivable	18,191
Increase (Decrease) in: Accounts payable and accrued expenses	<u>(18,122)</u>
<b>Net cash provided (used) by operating activities</b>	<u>\$ (983)</u>
<b>Cash Flows From Investing Activities</b>	
Purchase of equipment	0
<b>Cash Flows From Financing Activities</b>	
Payments on note and line of credit	<u>\$ (380)</u>
<b>Net Increase (Decrease) in Cash</b>	<u>\$ (1,363)</u>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>\$ 8,094</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 6,731</u>
Interest paid during the year	\$ 1,987
Income tax paid during the year	\$ 0

See accountants' compilation report.  
 The accompanying notes are an integral part of the financial statements.

**Monroe Sheltered Workshop, Inc., dba Taskforce**

**Notes to the Financial Statements**  
**December 31, 2002**

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**Marion Sheppard Workshop, Inc., dba Tackfloss**

**Notes to the Financial Statements  
December 31, 2002**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Corporate Purpose:** The Tackfloss was organized without capital stock under Louisiana law on November 14, 1979, as a non-profit corporation to maintain and operate a sheltered workshop for employment and vocational adjustment services, in a sheltered setting, for those individuals who, because of their disability, are unemployable in the competitive labor market. The Tackfloss sells products such as stoles and pellets to local area vendors.

**Income Taxes:** The Corporation is qualified as an organization exempt from federal income taxes, pursuant to paragraph 501(c)(3) of the Internal Revenue Code; therefore, no provision for income taxes is necessary.

**Cash and Cash Equivalents:** For purposes of the statement of cash flows, the Corporation considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

**Inventory:** Inventory consists of stoles, lumber and pellets. All inventory items are valued at cost (first-in, first-out).

**Fixed Assets:** Fixed assets are capitalized at the time they are purchased or constructed. Public domain or infrastructure are capitalized (construction period interest is capitalized). All fixed assets costing more than \$50 are capitalized. An asset may be capitalized if its cost is less than \$50 if it is considered to have a long useful life.

**Revenue Recognition:** Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

All donor - restricted contributions are reported as an increase in temporarily or permanently restricted support, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

**Use of Estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statement and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Contract Receivables:** Products sold under contract are billed when complete. Payment is due within ten days of receipt of invoice. Accounts considered uncollectible are written off within one year.

**NOTE 2 - RECEIVABLES AND INVESTMENTS** At December 31, 2002, the Tackfloss had cash and cash equivalents (bank balances) as follows:

Demand deposit

13,276

**Murray Shelton Workshop, Inc., dba Taskforce**

**Notes to the Financial Statements:**

**December 31, 2002**

Deposits are stated at cost, which approximates fair value. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The fair value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At year-end, the Taskforce's carrying amount of deposits was \$2755 and the bank balance was \$5,112. The bank balance was covered by federal depositary insurance.

**NOTE 3 - ACCOUNTS RECEIVABLE** At year end, the Taskforce's accounts receivable consisted of the following:

Contracts		\$11,985
Grants		<u>929</u>
Total		<u>\$12,914</u>

The Taskforce expects to collect accounts receivable in full, therefore, no allowance for doubtful accounts is recorded.

**NOTE 4 - PAYABLES** At year end, the Taskforce's payables consisted of the following:

Vendor		\$18,249
Payroll taxes		962
Sales tax		<u>892</u>
Total		<u>\$19,903</u>

**NOTE 5 - FIXED ASSETS** Property and equipment are recorded at historical cost. Depreciation is calculated using the straight-line method over estimated useful lives ranging from five to 15 years. Depreciation expense for the year ended December 31, 2002 was \$9,187. Details of the lives, cost, accumulated depreciation, and net book value are as follows:

	Estimated Useful Lives	Cost	Accumulated Depreciation	Net Book Value
Building improvements	15	\$ 2,945	\$ 1,960	\$ 1,085
Furniture and equipment	5 to 7	88,376	68,940	11,536
Vehicles	5	<u>11,985</u>	<u>18,736</u>	<u>2,249</u>
Total Fixed Assets		<u>\$103,306</u>	<u>\$89,436</u>	<u>\$14,870</u>

**NOTE 6 - LINE OF CREDIT** As of December 31, 2002, the Taskforce has a \$15,000 unsecured line of credit with a bank to be drawn upon as needed, with an interest rate of 8.75%. As of December 31, 2002, \$18,065 was due on the line of credit.

**Morco Molding Workshop, Inc., dba Toolzone**

**Notes to the Financial Statements**

**December 31, 2002**

**NOTE 7 - CAPITAL LEASE** The Toolzone records items under capital leases as an asset and an obligation in the accompanying financial statements. The following is an analysis of the capital lease:

<b>Term</b>	<b>Lease Date</b>	<b>Amount</b>
<b>Perish</b>	<b>April 05, 2000</b>	<b><u>\$7,000</u></b>

The following is a schedule of future minimum lease payments under capital leases, together with the present value of the net minimum lease payments as of December 31, 2002:

<b>Calendar Year:</b>	
2000	<b>5819</b>
Less amount representing inventory costs	<b><u>0</u></b>
Net minimum lease payments	<b>5819</b>
Less amounts representing interest	<b><u>10</u></b>
Present value of net minimum lease payments	<b><u>5809</u></b>
<b>Current portion of lease</b>	<b><u>2042</u></b>

**NOTE 8 - OPERATING LEASE** The Toolzone leases its building under a lease which will expire in 2009. The monthly rental is \$149 for the remainder of the lease. Rental expense for the year was \$1,788.



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Partner  
1987 - 2001

## INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Board of Directors  
Monroe Shelters Workshop, Inc.  
Monroe, Louisiana

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Monroe Shelters Workshop, Inc., and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Task-Force's compliance with certain laws and regulations during the year ended December 31, 2002, included in the accompanying Louisiana Amendment Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

### Federal, State, and Local Awards

- |   |         |
|---|---------|
| 1. Determine the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year: |         |
| Owensboro Council of Governments 2002   | \$6,315 |
| Community Development Block Grant 2000  | 1,366   |
| J. P. Morgan Chase Foundation 2002  | 1,608   |
| Vocational Habilitative 2002  | 43,828  |
| Medicaid Waiver 2002  | 47,253  |

2. For each federal, state, and local award:

Randomly select six disbursements from each award administered during the period under examination, provided that no more than thirty disbursements in total will be selected.

Thirty disbursements were selected.

- Examine the six disbursements to supporting documentation as to proper amount and payee.

Supporting documentation was examined for each selected disbursement, payment appeared to be made to the correct payee. These disbursements did not agree to supporting documentation as to proper amount.

- Determine if the six disbursements were properly coded to the correct fund and general ledger account.

Disbursements were coded to correct general ledger account.

- Determine whether the six disbursements received approval from proper authorities.

Approval for payment was not documented on treasury-file of the disbursements tested.

- For federal awards, determine whether the disbursements comply with the applicable specific program compliance requirements summarized in the Compliance Supplement (as contained in the grant agreement, if the program is not included in the Compliance Supplement) and for state and local awards, determine whether the disbursements comply with the grant agreement, relating to:

- Activities allowed or unallowed
- Eligibility
- Reporting

All disbursements were for allowable activities.

All disbursements met eligibility requirements.

All disbursements met reporting requirements.

3. For the programs selected for testing in item 2, that have been closed out during the period under review, compare the close-out report, when required, with the entity's financial records to determine whether the amounts agree.

There were no programs closed out during the period under review.

#### **Meetings**

4. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by LSA-R.S. 42:1 through 42:12 (the open meetings law).

Meeting agendas were not posted at the meeting place nor published in the newspaper.

#### **Comprehensive Budget**

5. For all grants exceeding \$5,000, determine that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

The grants exceeding \$5,000 do not require budgets. The grants are based on the number of clients served.

#### **Prior Comments and Recommendations**

6. Our engagement will include a review of any prior-year suggestions, recommendations, and/or comments and will indicate the extent to which such matters have been resolved.

See Summary Schedule of Prior Audit Findings.

We were not engaged to, and did not, perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Trustferec, and the Legislative Auditor, state of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedure for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Allen, Green & Williamson, LLP*

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana

June 27, 2003

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Companies Limited)**

Allen, Green & Williams, LLP  
P. O. Box 6076  
Baton Rouge, Louisiana 70811-6076

In connection with your compilation of our financial statements as of December 31, 2012 and for the period then ended, and as required by Louisiana Revised Statute 24:513 and the Louisiana Governmental Audit Guide, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of June 28, 2013.

**Federal, State, and Local Awards**

We have disclosed to you the amount of Federal, state and local award expenditures for the fiscal year, by grant and grant year.

Yes  No

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials.

Yes  No

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation.

Yes  No

We have complied with all applicable statute requirements of all federal, state, and local programs we administer, to include matters contained in the Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements.

Yes  No

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42:1 through 42:12 (the open meetings act).

Yes  No

**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for fiscal grants that includes the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

Yes  No

**Prior Year Comments**

We have resolved all prior-year recommendations or other comments.

Yes  No

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any deficiencies in the foregoing representation. We have made available to you documentation relating to the federal, state, and local grants, to include the application laws and regulations.

We have provided you with any communication from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any correspondence received between the end of the period under examination and the issuance of this report. We will also disclose to you, the Legislative Auditor, and the applicable state quarter appropriate any known noncompliance which may occur up to the date of your report.

Secretary	_____	Date	_____
Treasurer	_____	Date	_____
President	_____	Date	7-2-88

*Henry E. Johnson, Sr., Sr. Director 6-27-88*

**Monroe Sheltered Workshop, Inc., dba Taskforce**  
**Summary Schedule of Prior-Year Audit Findings**  
**For the Year Ended December 31, 2002**

**Reference # and title:**      **01-F1**                      **Inadequate Separation of Duties**

**Initially occurred:**      Fiscal year ended December 31, 2001.

**Condition found:**      Separation of duties is needed to provide a strong system of internal control which should reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited would be detected within a timely period by employees in the normal course of performing their assigned functions.

All accounting functions for the Taskforce were performed by the office administrator. The office administrator makes deposits, posts receipts, signs checks, prepares, posts and mails disbursements, and also reconciles the bank statements.

**Corrective action taken:**      A Board member signs checks. The Executive Director receives the uncopied bank statement, reviews deposits and returned checks before giving the statement to the office administrator to reconcile. The Board periodically reviews and approves expenses.

**Reference # and title:**      **01-F2**                      **Capital Asset Records**

**Initially occurred:**      Fiscal year ended December 31, 2000.

**Condition found:**      Louisiana Revised Statute 24:515(D) requires auditors to maintain records of capital assets including asset description, cost, acquisition date, useful life, and location in building. To safeguard capital assets, a listing should be maintained on a continuous basis.

The Taskforce does not maintain a listing of capital assets in accordance with state statute.

**Corrective action taken:**      See current year 02-M3.

**Reference # and title:**      **01-F3**                      **Undocumented Vendor Expenses**

**Initially occurred:**      Fiscal year ended December 31, 2001.

**Condition found:**      Expenses should be documented with original invoices or other documentation to provide support for the expenses. Effective internal control should provide for documentation of approval of the invoice for payment.

The following was noted from a test of vendor disbursements:

Mileage rate of 32 cents per mile was not consistently used, some miles were reimbursed at 58 cents.

One check had only one signature when two are required.

Approval for payment was not documented on any of the disbursements tested.

These invoices were not paid timely.

**Corrective action taken:**      The Board of Directors has set mileage rate which is consistently applied. The Executive Director documents approval of invoices for payment by initialing the invoice.

**Marion Sheltered Workshop, Inc., dba Taskforce  
Summary Schedule of Prior-Year Audit Findings  
For the Year Ended December 31, 2002**

**Reference # and title:** 02-F4 Undocumented Payroll Expenses

**Initially occurred:** Fiscal year ended December 31, 2001.

**Condition found:** Expenses should be documented by employee timecards. Employee timecards should be reviewed and approved by a supervisor before submission for payment.

The following was noted from a test of payroll disbursements:

One expenditure was not supported by a timecard.  
Employee timecards were not approved by a supervisor.

**Partial corrective action taken:** Before each payroll, the Executive Director reviews and approves all time cards.

**Reference # and title:** 02-E5 Late Filing of Audit Report

**Initially occurred:** Fiscal year ended December 31, 2001.

**Condition found:** The state audit law requires that audit reports be filed with the Legislative Auditor's Office within six months of year end.

The audit report for the year ended December 31, 2001 was filed after June 30, 2002.

**Corrective action taken:** The Executive Director read the state audit law to ensure that reporting requirements are met.



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Tim Cross, CPA

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Scott J. Allen, CPA  
(Partner)  
2011 - 2012

## Management Letter

To the Board of Directors  
Manoia Skilled Labor Workshop, Inc.  
Metairie, Louisiana

During the course of our compilation of the financial statements of the Manoia Skilled Labor Workshop, Inc., as of and for the year ended December 31, 2011, we observed conditions and circumstances that may be improved. Our comments and recommendations, which has been discussed with management, are intended to improve internal control or result in other operating efficiencies.

### 41-M11 Open Meetings Law

**Comment:** During the course of our compilation we became aware that the monthly meetings were not being publicly posted as required by LSA-R.S. 42:1 through 42:12.

**Recommendation:** The Taskforce should post notices of scheduled meetings.

**Management's Response:** The Taskforce will begin posting notices of scheduled meetings.

### 42-M12 Vendor Disbursements

**Comment:** These disbursements did not agree to supporting documentation as to proper amount. Approval for payment was not documented on twenty-four of the disbursements tested.

**Recommendation:** The Taskforce should ensure that amount per disbursement agrees with amount per invoice.

**Management's Response:** The Taskforce will make sure that all documentation agrees with invoice amount, and that approval for payment is documented on all disbursements.

### 42-M13 Capital Asset Records

**Comment:** Louisiana Revised Statute 24:515(B) requires auditors to maintain records of capital assets including asset description, cost, acquisition date, useful life, and location in building. To safeguard capital assets a listing should be maintained on a continuous basis.

**Recommendation:** The Taskforce should take steps to begin tagging equipment and maintaining the capital asset listing.

**Management's Response:** The Taskforce will begin tagging equipment immediately and maintaining the capital asset listing.

This information has not been verified by Allen, Green & Williamson, LLP and no opinion is expressed.

Our compilation procedures are designed primarily to enable us to present in the form of financial statements information that is the representation of management and, therefore, may not reveal all weaknesses in policies and procedures that may exist.

This report is intended solely for the information and use of the Board, management, and the Legislative Auditor, State of Louisiana, and is not intended to be and should not be used by anyone other than those specified parties.

*Allen, Green & Williamson, LLP*

ALLEN, GREEN & WILLIAMSON, LLP

Monroe, Louisiana

June 27, 2003

**Monroe Shattered Worktop, Inc., dba Taskforce**

**Status of Prior Management Letter Items  
December 31, 2003**

**Reference # and title:** **01-011** **Purchasing Policy**

**Initially occurred:** December 31, 2001.

**Condition:** The Taskforce does not have a written purchasing policy detailing when purchase orders should be used and who can approve purchase orders. Current Taskforce purchase orders were not dated, no cost was provided for items to be purchased and did not indicate supervisor approval.

**Corrective action taken:** The Taskforce developed a purchasing policy.

**Reference # and title:** **01-002** **Bank Reconciliations**

**Initially occurred:** December 31, 2001.

**Condition:** Monthly bank reconciliations are not signed and dated by the preparer. The year-end balance did not agree to the general ledger balance.

**Corrective action taken:** Bank reconciliations are signed and dated by the preparer and agreed to the general ledger balance.